

Personnel Board Summarized Minutes
Monday, February 4, 2013 - 6:00 p.m.

Call to Order/Roll Call of Members: Pat Carnevale, Chairperson; Grecia Ferro-Ameneiro, Vice-Chairperson; Ann Infante, Member; Zoraya Pena, Member; and Beatriz Sosa, Member.

AGENDA

1. Request to approve the minutes of the January 2013 Personnel Board meeting.

APPROVED. Motion by Ms. Ferro-Ameneiro. Second by Ms. Pena. Passed by unanimous vote.

2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and Regulations, received January 2013.

1. Jacinto Calderin	Fire Department
2. Hector Selin	Parks & Recreation Department
3. Ramiro Del Nodal	Police Department
4. Pedro Delgado	Police Department
5. Maritza Diaz	Police Department
6. Gisela Garrido	Police Department
7. Jose Quintana	Police Department

APPROVED. Motion by Ms. Pena. Second by Ms. Ferro-Ameneiro. Passed by unanimous vote.

3. Report of **Leave Without Pay** List for January 2013.

SO NOTED.

4. Report of Civil Service **Appointments** for January 2013.

SO NOTED.

5. Report of Civil Service **Resignations** for January 2013.

SO NOTED.

6. Report of **Maternal/Paternal Leave** for January 2013.

1. Ivan Ivanov	Fire Department
2. Rafael Salas	Fire Department
3. Alan Castellanos	Police Department
4. Lissette Arza	Water & Sewers Department
5. Dakenis Tamayo	Water & Sewers Department

SO NOTED.

7. Report of **Leave of Absence** for January 2013. NONE

SO NOTED.

8. Request to certify the eligibility list for the position of **Electrician**.

APPROVED. Motion by Ms. Ferro-Ameneiro. Second by Ms. Pena. Passed by unanimous vote.

9. Request to conduct a Civil Service examination for the **Administrative Aide – Confidential (Magyuri Chacin)** position with the following criteria:

- a. In-house, Non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 28 - Confidential - \$1056 - \$2127 Bi-weekly

APPROVED. Motion by Ms. Pena. Second by Ms. Ferro-Ameneiro. Passed by unanimous vote.

10. Request to conduct a Civil Service examination for the **Administrative Aide – Confidential (Olga Nasco)** position with the following criteria:

- a. In-house, Non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 28 - Confidential - \$1056 - \$2127 Bi-weekly

APPROVED. Motion by Ms. Ferro-Ameneiro. Second by Ms. Pena. Passed by unanimous vote.

11. Request to conduct a Civil Service examination for the **Mechanic II** position with the following criteria:

- a. In-House
- b. 100% Performance
- c. Must obtain a minimum score of 70% in order to be placed on the eligibility list.

Copy of job description and eligibility list are attached.

Range 48 - \$1056 - \$2127 Bi-weekly

APPROVED. Motion by Ms. Pena. Second by Ms. Ferro-Ameneiro. Passed by unanimous vote.

12. Request to approve a correction to the reappointment of **Deliana Brown** to former position of **Receptionist** and not Clerk Typist I as requested and approved at the January 7, 2013 Personnel Board Meeting.

APPROVED. Motion by Ms. Ferro-Ameneiro. Second by Ms. Pena. Passed by unanimous vote.

13. Request to hear **Unfinished Business**.

Mr. Carnevale inquired as to the status of the logo shirts for the Personnel Board members. The Personnel Board members were advised that the request has been submitted.

14. Request to hear **New Business**.

Mr. Carnevale advised that he will not be attending the March 2013 meeting.

NEXT PERSONNEL BOARD MEETING: "March 4, 2013"

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.